



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

DEC - 9 2009

COMPTROLLER'S MEMORANDUM NO. 2009-29

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for January to June 2010

The attached "Payroll Change Schedule Due Dates for January to June 2010" lists the submittal deadlines for payroll change schedules for each payroll period. To ensure that paychecks are delivered on time when paydays fall on furlough days, please adhere to the deadlines. A schedule of due dates for July to December 2010 will be released later when additional information is received.

The "Turnaround Payroll Change Schedules" will be released to departments and agencies approximately on the 4th workday before the payday of the prior pay period. If you wish to arrange for special pickup of the "Turnaround Payroll Change Schedules", please call the Clerical Section Supervisor, at 586-0650.

A handwritten signature in black ink, appearing to read "Russ K. Saito".

RUSS K. SAITO
State Comptroller

Attachment

PAYROLL CHANGE SCHEDULE DUE DATES FOR JANUARY TO JUNE 2010

[illegible]